

**BY ORDER OF THE COMMANDER  
AIR FORCE SPECIAL OPERATIONS  
COMMAND**

**AIR FORCE SPECIAL OPERATIONS  
COMMAND INSTRUCTION 36-2805**

**12 OCTOBER 2011**

***Personnel***



***DIRECTORATE OF OPERATIONS AWARDS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Daniel J. Settergren)

Supersedes: AFSOCI 36-2805,  
1 January 2005

Pages: 11

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This instruction implements AFD 36-28, *Awards and Decorations Program*. This instruction establishes criteria and objectives for the Air Force Special Operations Command (AFSOC)-sponsored Directorate of Operations (A3) awards. It applies to Operations' functional areas and people specified in the individual award criteria. This instruction applies to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U.S.C., Section 857. System of Records Notice F036 AF PC V, Awards and Decorations, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision incorporates requirements and procedures formally in AFSOCI 36-2805. It removes the Outstanding Combat Search and Rescue Squadron of the Year award. Additionally, this revision

creates four new awards; Outstanding Remotely Piloted Aircraft Pilot of the Year, Outstanding Remotely Piloted Aircraft Sensor Operator of the Year, Outstanding Combat Aviation Advisor Officer of the Year and Outstanding Combat Aviation Advisor Enlisted Member of the Year.

**1. General.** All AFSOC-sponsored A3 awards are addressed in this instruction.

1.1. **Wavier Authority.** AFSOC/A3 is the waiver authority for this instruction. Submit waivers through applicable command channels to HQ AFSOC/A3.

**2. AFSOC Outstanding Special Operations Squadron of the Year.**

2.1. Responsible Agency. HQ AFSOC/A3.

2.2. Specific Purpose. Awarded for outstanding contributions to the AFSOC mission.

2.3. Eligibility. All active duty, AFRC, and ANG operational flying special operations squadrons to include operational support and special tactics squadrons.

2.4. Suspense. Nominations should be sent to HQ AFSOC/A3E, 100 Bartley St, Hurlburt Field FL32544-5273, not later than 1 March each year.

2.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing, group, or detachment may nominate one squadron each. When a squadron has participated in significant classified operations, which warrant consideration and cannot be adequately addressed in the unclassified summary, submit a classified supplement (2 pages maximum) with the main entry.

2.6. Selection Criteria. Nomination should consist of two double-spaced, typewritten 8-1/2 by 11-inch pages for each heading/factor (photographs included). Base nomination and selection on the following headings/factors for the calendar year (see Attachment 2):

2.6.1. Mission. A short synopsis of the unit mission, resources available and particular difficulties encountered in performing that mission.

2.6.2. Combat Readiness. Results of higher headquarters inspections. Include overall rating, unit performance, and any laudatory comments or findings bearing on the squadron. When no inspection or report was issued during the period, cite the date of the last report and the overall rating.

2.6.3. Outstanding squadron accomplishments. Squadron awards; recognition by higher headquarters, civic organization, or the host base; improvements in policy, procedures, and equipment; safety programs; and cost and resource saving programs.

2.6.4. Outstanding individual accomplishments. Individual awards and decorations; recognition for enlisted personnel of the month, quarter, or year; distinguished or honor graduates; honors for civic accomplishments; below-the-zone or Stripes for Exceptional Performers promotions; letters of recognition; and Air Force suggestion program awards.

2.6.5. Base or Community Relations. Describe unit's positive impact.

2.6.6. Military or Civilian Education. Numbers of personnel eligible for, enrolled in and completing each level as well as actions taken to promote education.

2.6.7. Other Areas. Other significant areas as determined by the squadron commander.

2.7. Selection Procedures. HQ AFSOC/A3 will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/A3 will review the selected nomination and obtain the AFSOC Commander's concurrence. The AFSOC/CC retains final decision authority.

2.8. Description of the Award. Each winning squadron receives a letter of congratulations and a trophy for permanent retention.

2.9. Presentation of Award. The AFSOC/CC, AFSOC/A3 or a designated representative will announce and present award at an appropriate event.

### **3. Outstanding Remotely Piloted Aircraft (RPA) Crew Member of the Year.**

3.1. Responsible Agency. HQ AFSOC/A3.

3.2. Specific Purpose. To identify and recognize outstanding RPA crew member's efforts and achievements in support of the AFSOC mission.

3.3. Eligibility. All active duty, AFRC and ANG aircrew members in AFSOC or AFSOC-gained units. HQ AFSOC personnel are ineligible. There are two awards:

#### **3.3.1. RPA Pilot.**

3.3.1.1. Any AFSC authorized as a RPA Pilot.

#### **3.3.2. Sensor Operator.**

3.3.2.1. Any AFSC authorized as a RPA Sensor Operator.

3.4. Suspense. Nominations should be sent to HQ AFSOC/A3V, 100 Bartley St, Ste 141W, Hurlburt Field FL 32544-5273, not later than 1 April.

3.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one RPA crew member per position for this award.

3.6. Selection Criteria. Nomination should include:

3.6.1. One IMT Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (maximum of 30 Lines).

3.6.1.1. Use a bullet or point-paper format, not running narrative.

3.6.2. Base nomination and selection on the following factors:

3.6.2.1. Outstanding performance as an RPA Operator on a specific mission which particularly furthered national objectives or reflected exceptionally well on AFSOC.

3.6.2.2. Sustained superior performance as an RPA Operator performing a continuing mission of extraordinary difficulty or challenge.

3.6.2.3. Incidents in which superior RPA Operator's efforts in dealing with an in-flight or ground emergency resulted in prevention of serious injuries or aircraft damage.

3.6.3. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/A3.

3.7. Selection Procedures. HQ AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

3.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

3.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

#### **4. AFSOC Outstanding Aircrew Member of the Year.**

4.1. Responsible Agency: HQ AFSOC/A3.

4.2. Specific Purpose. To identify and recognize outstanding aircrew member efforts and achievements in support of the mission of the AFSOC mission.

4.3. Eligibility. All active duty, AFRC, and ANG aircrew members in AFSOC or AFSOC-gained units. Nominees must be in an authorized flying position. Eligible nominees must be actively flying and qualified on at least one AFSOC MDS. HQ AFSOC personnel are ineligible. Questions on eligibility will be directed to the AFSOC/A3V Chief, designated representative or the functional representative for the respective AFSC.

##### **4.3.1. Pilot.**

4.3.1.1. Nominees in the following specialties are eligible for this award.

4.3.1.1.1. All fixed-wing, helicopter, and tilt-rotor aircraft commanders (11S3\*).

4.3.1.1.2. All fixed-wing, helicopter, and tilt-rotor pilots/copilots (11S2\*).

##### **4.3.2. Navigator.**

4.3.2.1. Nominees in the following specialties are eligible for this award.

4.3.2.1.1. All Special Operations Navigators awarded and qualified in one of the following specialties; 12S3C, 12S3F, 12S3G, 12S3J, 12S3L, 12S3W.

##### **4.3.3. Electronic Warfare Officer.**

4.3.3.1. Nominees in the following specialties are eligible for this award.

4.3.3.1.1. All Electronic Warfare Officers awarded and qualified in one of the following specialties; 12S3A, 12S3D, 12S3H, 12S3K, 12S3C, 12S3M.

##### **4.3.4. Fire Control Officer.**

4.3.4.1. Nominees in the following specialties are eligible for this award.

4.3.4.1.1. All Fire Control Officers awarded and qualified in one of the following specialties; 12S3B, 12S3E.

##### **4.3.5.**

4.3.5.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.5.1.1. All AFSOC MDS qualified Combat Systems Officers.

**4.3.6. Flight Engineer.**

4.3.6.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.6.1.1. All fixed-wing, helicopter, and tilt-rotor qualified Flight Engineers (1A1X1).

**4.3.7. Loadmaster.**

4.3.7.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.7.1.1. All fixed-wing Aircraft Loadmasters (1A2X1).

**4.3.8. Airborne Mission Systems Specialist.**

4.3.8.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.8.1.1. All AFSOC MDS qualified Airborne Mission Systems Specialists (1A3X1).

**4.3.9. Sensor Operator.**

4.3.9.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.9.1.1. All AFSOC MDS qualified Sensor Operators (1A4X1).

**4.3.10. Aerial Gunner.**

4.3.10.1. Eligible nominees assigned to one of the following MDS are eligible for this award.

4.3.10.1.1. All fixed-wing and helicopter qualified Aerial Gunners (1A7X1).

**4.3.11. Airborne Cryptologic Language Analyst (1A8X1).**

4.3.11.1. Eligible nominees assigned to and qualified on at least on AFSOC MDS.

**4.3.12. Airborne Intelligence, Surveillance, & Reconnaissance (ISR) Operator (1A8X2)**

4.3.12.1. Eligible nominees assigned to and qualified on at least on AFSOC MDS.

4.4. Suspense. Nominations should be sent to HQ AFSOC/A3V, 100 Bartley St, Ste141W, Hurlburt Field FL 32544-5273, not later than 1 April each year.

4.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each Wing, Group, or Detachment commander may nominate one aircrew member per position for this award.

**4.6. Selection Criteria.**

4.6.1. One IMT Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (30 Lines maximum).

4.6.1.1. Use a bullet or point-paper format, not running narrative.

4.6.2. Base nomination and selection on one or more of the following factors:

4.6.2.1. Outstanding performance as an aircrew member on a specific mission which particularly furthered national objectives or reflected exceptionally well on AFSOC.

4.6.2.2. Sustained superior performance as an aircrew member performing a continuing mission of extraordinary difficulty or challenge.

4.6.2.3. Incidents in which superior aircrew member efforts in dealing with an in-flight or ground emergency resulted in prevention of serious injuries or aircraft damage.

4.6.3. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/A3.

4.7. Selection Procedures. HQ AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

4.8. Description of the Award. Each winner receives a plaque for permanent retention.

4.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

## **5. AFSOC Outstanding Combat Tactics Officer and Enlisted Member of the Year.**

5.1. Responsible Agency. HQ AFSOC/A3TW.

5.2. Specific Purpose. To identify and recognize the most outstanding officer and enlisted member in the field of combat tactics development. The award promotes competition among individuals striving to prepare AFSOC for its wartime taskings. There are two awards:

5.2.1. **AFSOC Outstanding Tactics Officer of the Year.**

5.2.2. **AFSOC Outstanding Tactics Enlisted Member of the Year.**

### **5.3. Eligibility.**

5.3.1. Nominees must have been assigned combat tactics duties or worked in the field of tactics and have been mission ready in a special operations forces aircraft for a period of at least 1 year. HQ AFSOC personnel are ineligible.

5.3.2. Nominees must have made significant contributions to the development, awareness, and education of combat tactics and in preparing the command for its wartime roles.

5.4. Suspense. Nominations should be sent to HQ AFSOC/A3TW, 100 Bartley St, Ste 160W, Hurlburt Field FL 32544-5273, not later than 1 April.

5.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one individual in each category.

5.6. Selection Criteria. Nomination should include:

5.6.1. One IMT Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (30 Lines maximum).

5.6.1.1. Use a bullet or point-paper format, not running narrative.

5.6.2. Base nomination and selection on one or more of the following factors:

5.6.2.1. Development of tactics, techniques, and procedures which contributed significantly to AFSOC's wartime preparedness.

5.6.2.2. Enhancements to existing tactics, techniques, and procedures.

5.6.2.3. Contributions toward promotion and education of the AFSOC community in the tactical arena.

5.6.2.4. Contributions toward promotion of combat, wartime-oriented thinking and preparedness throughout the AFSOC community.

5.6.3. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/A3.

5.7. Selection Procedures. HQ AFSOC/A3TW will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/A3 will review the selected nominations and approve the selection.

5.8. Description of the Award. Each winning individual receives a plaque or frame for permanent retention.

5.9. Presentation of Award. The AFSOC/A3 or a designated representative will announce and present awards at an appropriate event.

## **6. AFSOC Outstanding Combat Aviation Advisor (CAA) Officer and Enlisted Member of the Year.**

6.1. Responsible Agency. HQ AFSOC/A3V.

6.2. Specific Purpose. To identify and recognize the most outstanding officer and enlisted member supporting the interoperability of host-nation (HN) aviation resources supporting joint and combined operations. The award promotes competition among individuals striving to prepare AFSOC to integrate foreign air operations into joint and multi-national activities. There are two awards:

6.2.1. **AFSOC Outstanding Combat Aviation Advisor Officer of the Year.**

6.2.2. **AFSOC Outstanding Combat Aviation Advisor Enlisted Member of the Year.**

6.3. Eligibility.

6.3.1. Nominees must have been assigned combat advisory duties and have been mission ready as a CAA for a period of at least 1 year. HQ AFSOC personnel are ineligible.

6.3.2. Nominees must have made significant contributions to the development, integration and training of foreign aviation personnel.

6.4. Suspense. Nominations should be sent to HQ AFSOC/A3V, 100 Bartley St, Ste 141W, Hurlburt Field FL 32544-5273, not later than 1 April.

6.5. Nomination Criteria. Nomination packages will cover the preceding calendar year from 1 January to 31 December. Each wing or group may nominate one individual in each category.

6.6. Selection Criteria. Nomination should include:

6.6.1. One IMT Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no Headers (30 Lines maximum).

6.6.1.1. Use a bullet or point-paper format, not running narrative

6.6.2. Base nomination and selection on the following factors:

6.6.2.1. Contributed to the principal AFSOC CAA mission objective of facilitating the availability, safety, and interoperability of participating foreign aviation resources supporting combined operations.

6.6.2.2. Supported the theater combatant commands assessments of foreign aviation capabilities.

6.6.2.3. Prepared foreign aviation forces for employment and integration into joint, multi-national operations in support of the AFSOC mission.

6.6.3. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/A3.

6.7. Selection Procedures. HQ AFSOC/A3V will convene a selection board to review nominations and tentatively select the recipient. HQ AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

6.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

6.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at an appropriate event.

## **7. AFSOC Outstanding Aircrew Training Officer, Enlisted Member and Civilian of the Year.**

7.1. Responsible Agency. HQ AFSOC/A3T.

7.2. Specific Purpose. To identify and recognize the most outstanding officer, Enlisted member and Civilian supporting an AFSOC squadron or group training office. The award promotes competition among individuals striving to prepare AFSOC Aircrew for their war time taskings. There are three awards:

7.2.1. **AFSOC Outstanding Aircrew Training Officer of the Year.**

7.2.2. **AFSOC Outstanding Aircrew Training Enlisted Member of the Year.**

7.2.3. **AFSOC Outstanding Aircrew Training Civilian of the Year.**

7.3. Eligibility.

7.3.1. Nominees must have been assigned to an AFSOC Group or Squadron training office for a period of at least 1 year. HQ AFSOC personnel are ineligible.



7.3.2. Nominees must have made significant contributions to the development, administration, or execution of aircrew training programs within the unit of assignment.

7.3.3. To be considered for an award, nominee must meet acceptable Air Force standards during the entire period.

7.3.4. Civilian nominees may be either USAF civilian or contractor.

7.4. Suspense. Nominations should be sent to HQ AFSOC/A3TA, 100 Bartley St, Suite 160W, Hurlburt Field FL 32544-5273, not later than 30 September.

7.5. Nomination Criteria. Nomination packages will cover the preceding year from 1 October to 30 September. Each wing or group may nominate one individual in each category.

7.6. Selection Criteria. Nomination should include:

7.6.1. One IMT Form 1206 for award submission (check the AF e-publishing site at <http://www.e-publishing.af.mil> for the current version). Write up will be single spaced on one side with no headers (40 Lines maximum).

7.6.1.1. Use bullet format.

7.6.2. Biographical sketch – include at bottom of IMT 1206 a biographical sketch: Rank, full name, duty assignment, organization, location, weapon system, military and civilian education.

7.6.3. Base nomination and selection on the following factors:

7.6.3.1. Development, administration, or execution of training programs and resources which contributed significantly to AFSOC's wartime preparedness.

7.6.3.2. Developments or enhancements to existing training programs and resources.

7.6.3.3. Contributions toward promotion and education of the AFSOC community in training and resource management.

7.6.4. The commander or deputy commander must indorse all nominations. Address letters to HQ AFSOC/A3T.

7.7. Selection Procedures. HQ AFSOC/A3T will convene a selection board to review nominations and tentatively select the recipients. HQ AFSOC/A3 will review the selected nominations and obtain the AFSOC Commander's concurrence.

7.8. Description of the Award. Each winning individual receives a plaque for permanent retention.

7.9. Presentation of Award. The AFSOC Commander or a designated representative will announce and present awards at the annual AFSOC Training conference.

MICHAEL J. KINGSLEY  
Brigadier General, USAF  
Director of Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFSOCI 11-207, *AFSOC Tactics Program*, 19 May 2009

*Air Force Officer Classification Directory (AFOCD)*

*Air Force Enlisted Classification Directory (AFECD)*

*Air Force Manual (AFMAN) 33-363, Management of Records*, 1 March 2008

***Prescribed Forms***

*None*

***Adopted Forms***

AF Form 847, AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSS**—Air Force Specialty Code

**AFSOCI**—Air Force Special Operations Command Instruction

**ANG**—Air National Guard

**HQ AFSOC**—Headquarters Air Force Special Operations Command

**OPR**—Office of Primary Responsibility

**SOW**—Special Operations Wing

**Attachment 2**

**FORMAT FOR AFSOC OUTSTANDING SPECIAL OPERATION SQUADRON OF  
THE YEAR**

Pages 1-2

Mission

(Two-page summary of the mission. May include pictures, charts, etc.)

Pages 3-4

Combat Readiness

(Same as for pages 1-2)

Pages 5-6

Outstanding Squadron Accomplishments

(Same as for pages 1-2)

Pages 7-8

Outstanding Individual Accomplishments

(Same as for pages 1-2)

Pages 9-10

Base or Community Relations

(Same as for pages 1-2)

Pages 11-12

Military or Civilian Education

(Same as for pages 1-2)

Pages 13-14

Other Areas

(Same as for pages 1-2)